



DEPARTMENT OF THE NAVY

COMMANDER
NAVAL RESERVE READINESS COMMAND
REGION ELEVEN
1803 DOOLITTLE AVENUE
FORT WORTH TX 76127-1803

COMNAVRESREDCOMREG11INST 4650.1B
N01A

4 FEB 2000

COMNAVRESREDCOMREG ELEVEN INSTRUCTION 4650.1B

Subj: POLICY AND PROCEDURES FOR DEPARTMENT OF DEFENSE (DOD)
GOVERNMENT TRAVEL CHARGE CARD (GTCC)

Ref: (a) DOD 7000.14-R, FMR, Volume 9
(b) Travel and Transportation Reform Act of 1998
(c) COMNAVRESFORINST 4650.1
(d) COMNAVRESFOR 081300Z OCT 99

Encl: (1) Sample Notification Letter and Acknowledgement

1. Purpose. To publish the policies and procedures governing the use and administration of the DoD Government Travel Charge Card (GTCC) within Region Eleven.

2. Cancellation. REDCOMREG11INST 4650.1A.

3. Scope. This instruction applies to staff and subordinate commands, and applies equally to all active duty military, inactive duty military, and civilian personnel assigned within the region.

4. Background. Reference (a) established Department of Defense (DOD) wide travel policy and procedures for administration of the GTCC program. Reference (b) requires that all Federal employees use the GTCC, established pursuant to the United States Travel and Transportation Payment and Expense Control System, or any Federal contractor-issued travel charge card, for payment of expenses of official government travel. Government Travel Charge Cards are available to active duty and Reserve members who travel under official orders. The card is to be used only for official travel expenses for which the travel will be reimbursed upon liquidation of the travel orders. Drilling Reservists who commute to the IDT location from outside a reasonable commuting distance are eligible to use the GTCC for GSA-contract City Pair Program Fares for commercial airline transportation; reference (d) contains policy and procedures. Such travel must be for official travel only, and Reservists will not be reimbursed for any expenses incurred for travel using the GSA City Pair Program.

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5. Policy

a. Members are issued government travel cards for official government travel. This card is to be used only for official travel expenses for which the traveler will be reimbursed, or as a non-reimbursable option to take advantage of GSA-contract City Fares commercial airline fares as stipulated by reference (d). Use for anything other than official government travel constitutes abuse and will subject the member to cancellation of the card and administrative or disciplinary action, as appropriate. NRA commanding officers have both the authority and the responsibility to cancel GTCC cards in the event of misuse.

b. GTCC bills are payable to the GTCC vendor upon receipt. Members who do not pay their bills in a timely manner risk cancellation of their card as well as appropriate administrative and/or disciplinary action. Moreover, the GTCC vendor may take civil action that will adversely affect the member's credit standing.

c. Temporary Additional Duty (TAD) per diem advances will be made via Automated Teller Machine (ATM) withdrawals. ATM withdrawals shall be kept to the minimum amount necessary, and the card shall be used to pay for meals, transportation, etc., wherever possible. An ATM withdrawal for any other reason is misuse and is cause for cancellation of the card. ATM fees may be claimed for reimbursement on TAD travel claims.

d. When a member transfers from the region, the card will be cancelled unless it is confirmed that the card will be required at the member's next duty station. All requests to transfer the GTCC account to another activity will be processed through the Agency Program Coordinators (APCs).

e. Selected Reservists who transfer to another center within the claimancy are required to advise the gaining command and coordinate a transfer of the account. Members who retire, transfer to the Individual Ready Reserve, or are discharged are required to surrender their cards and the respective APC must cancel the account.

6. Action

a. Naval Reserve Activity Commanding Officers will:

(1) Designate an APC in the command's primary/collateral duty notice to maintain and review GTCC program reports and administer the program.

(2) Ensure that all personnel at their command are aware of and comply with the provisions of this directive.

(3) Immediately suspend/cancel the account of any Selected Reservist in an "unsatisfactory" drill status.

(4) Indoctrinate GTCC card applicants on the CoD Travel Charge Card Program and on authorized and prohibited uses of the card. Conduct refresher training annually.

(5) Implement the Check In/Check Out Procedures delineated in reference (a), enclosure (2).

(6) Inform the GTCC vendor of any changes to the command's hierarchy established for reports. Examples include closure or establishment of subordinate activities.

(7) Take appropriate command action if abuse, misuse, or fraud occurs. The following actions may be appropriate:

(a) For Active Duty members: Page 13 warning, withdrawal of advancement recommendation, formal reprimand, and/or disciplinary action under UCMJ.

(b) For Selected Reservists: Page 13 warning, withdrawal of advancement recommendation, formal reprimand, and/or transfer to the IRR. Disciplinary action under the UCMJ may proceed if the case meets the necessary elements of jurisdiction.

b. All Agency Program Coordinators will:

(1) Issue GTCC cards only to personnel whose work requires it, who accept the card voluntarily, and who are judged responsible and trustworthy. The center commanding officer/unit commanding officer will attest to the requirement for the card by signature approval on the card application form.

(2) Review periodically each cardholder's requirement to maintain an account.

(3) Suspend/cancel any cardholder account whenever

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abuse, misuse or fraud occurs, or as recommended by the member's commanding officer.

(4) Provide cardholders a notification letter, enclosure (1), outlining authorized uses of the card and the consequences of misuse. A copy of the letter, with receipt acknowledged, shall be maintained on file by the APC.


(5) Review GTCC management reports and perform administrative actions as necessary. Ensure the implementation of correct Check In/Check Out Procedures per reference (c).

(6) Collect and destroy GTCC cards upon the transfer of personnel unless arrangements have been made to transfer the account to the gaining command.

c. Staff GTCC Oversight Program Coordinator will:

(1) Follow action requirements for APCs as listed above.

(2) Review monthly GTCC reports for subordinate centers and advise the Commander of appropriate issues and delinquent debt. Monitor all actions taken by RESCEN APCs.


E. B. WEISS
Deputy

Distribution: (COMNAVRESREDCOMREG11INST 5216.1Q)

List A

B-2

4600
Ser N01A/

From: Commanding Officer,
To:

Subj: GOVERNMENT TRAVEL CHARGE CARD (GTCC) USAGE

Ref: (a) COMNAVRESFOR 081300Z OCT 99

1. As a Government Travel Charge Cardholder, you signed an agreement that stated in part, "I agree to use the card for official travel and official travel related expenses only." You are authorized to use the government travel charge card for the following purposes:

a. Meals and lodging expenses in connection with official travel orders, including expenses at the travel destination and enroute. Lodging must be in support of government business only.

b. Cash advances and fees, not to exceed the amount authorized by travel orders. The Automated Teller Machine cash advance program is to be used in conjunction with, and as a supplement to, the Government Travel Charge/ATM Card Program. Therefore, personnel must limit their cash advances to those expenses that cannot be charged to the card. Any item that can be charged to the card must be charged to the card rather than paid for by cash advance. Cash advances are to be used only to support government business.

c. Card use for the purchase of airline tickets in conjunction with Temporary Additional duty (TAD), Annual Training (AT), Active Duty Training (ADT), Inactive Duty Travel Training (IDTT), and Inactive Duty Training (IDT) is not authorized unless travel mode 7 is authorized on the orders. The card may be used for Inactive Duty Training (IDT) travel under the guidance contained in reference (a), with the understanding that such travel is non-reimbursable. The card may be used to procure airline tickets in case of an emergency. An example of an emergency for this purpose is when an individual is stranded and the mission is jeopardized by existing travel arrangements. When requesting reimbursement for emergency travel charges, a statement describing the emergency situation is required.

Enclosure (1)

14 FEB 2008

Subj: GOVERNMENT TRAVEL CHARGE CARD (GTCC) USAGE

2. Use of the government travel charge card is essential for the efficient administration of official government business. The card is issued under a General Services Administration contract that provides special benefits to the member and the government. Members who need to use the GTCC to perform their official duties must maintain their cards in good standing.

3. Misuse of the card includes using the card for non-official travel/non-official travel-related expenses and nonpayment of debt. Misuse of the card is detrimental to the government because it may jeopardize a member's good standing and may cause the member's card privileges to be suspended or revoked. This may make it difficult for the member to perform official duties. Misuse of the card through nonpayment of debt to the GTCC contractor is contrary to good order and discipline and brings discredit upon the Navy. Misuse of the card may result in an administrative warning, disciplinary action under the Uniform Code of Military Justice, administrative action including separation or transfer to the Individual Ready Reserve (IRR).

4. To ensure adherence to this agreement, you are directed to use the GTCC ONLY for its intended purpose. **Any other use of the card is UNAUTHORIZED and in violation of this order.**

5. Violation of this order may result in administrative action or cancellation of card privileges for civilians. For military members, action may result in administrative or disciplinary action, including trial by court-martial, administrative separation, or transfer to the Individual Ready Reserve for Selected Reserve members.

I. M. COMMAND

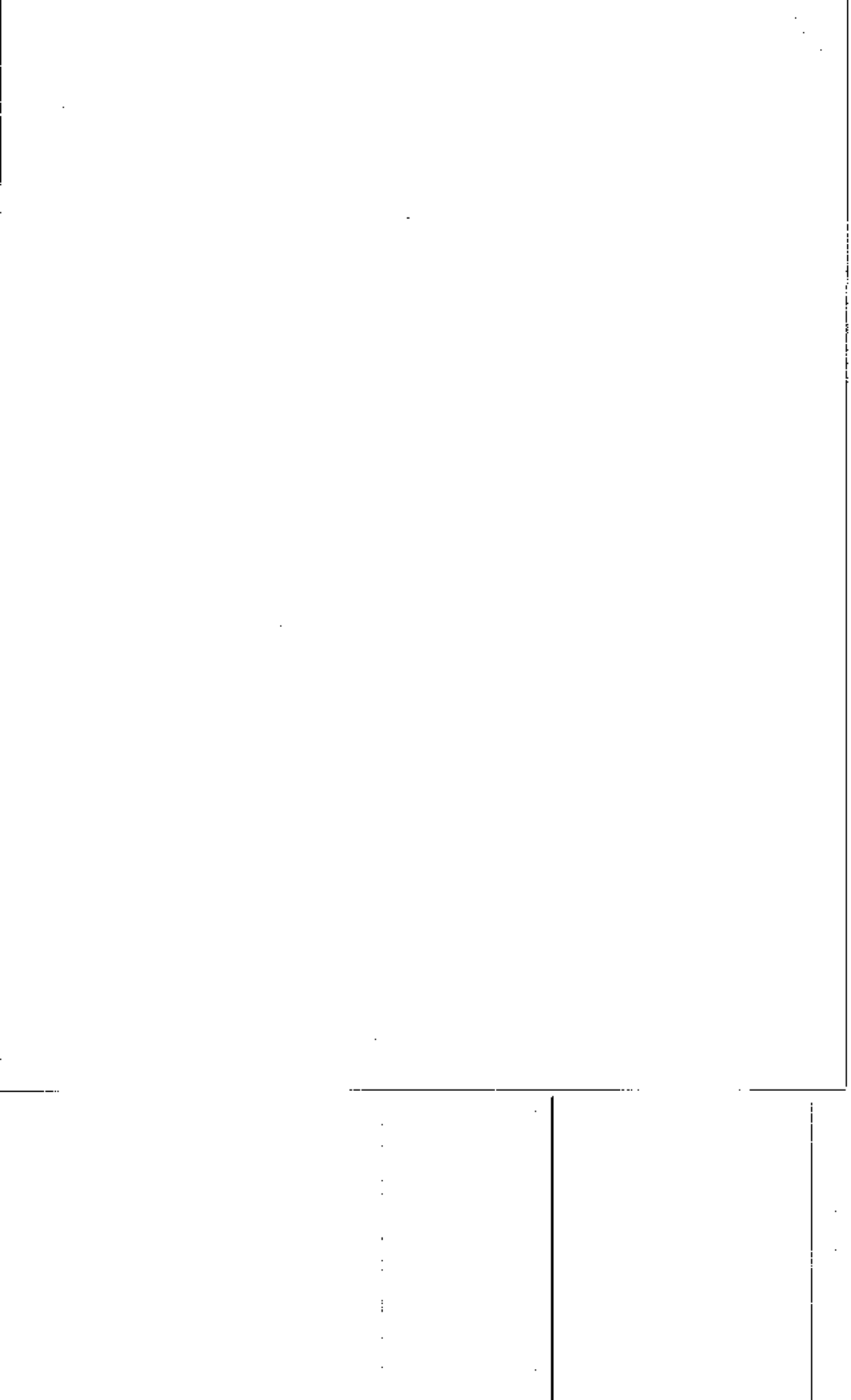
ACKNOWLEDGEMENT

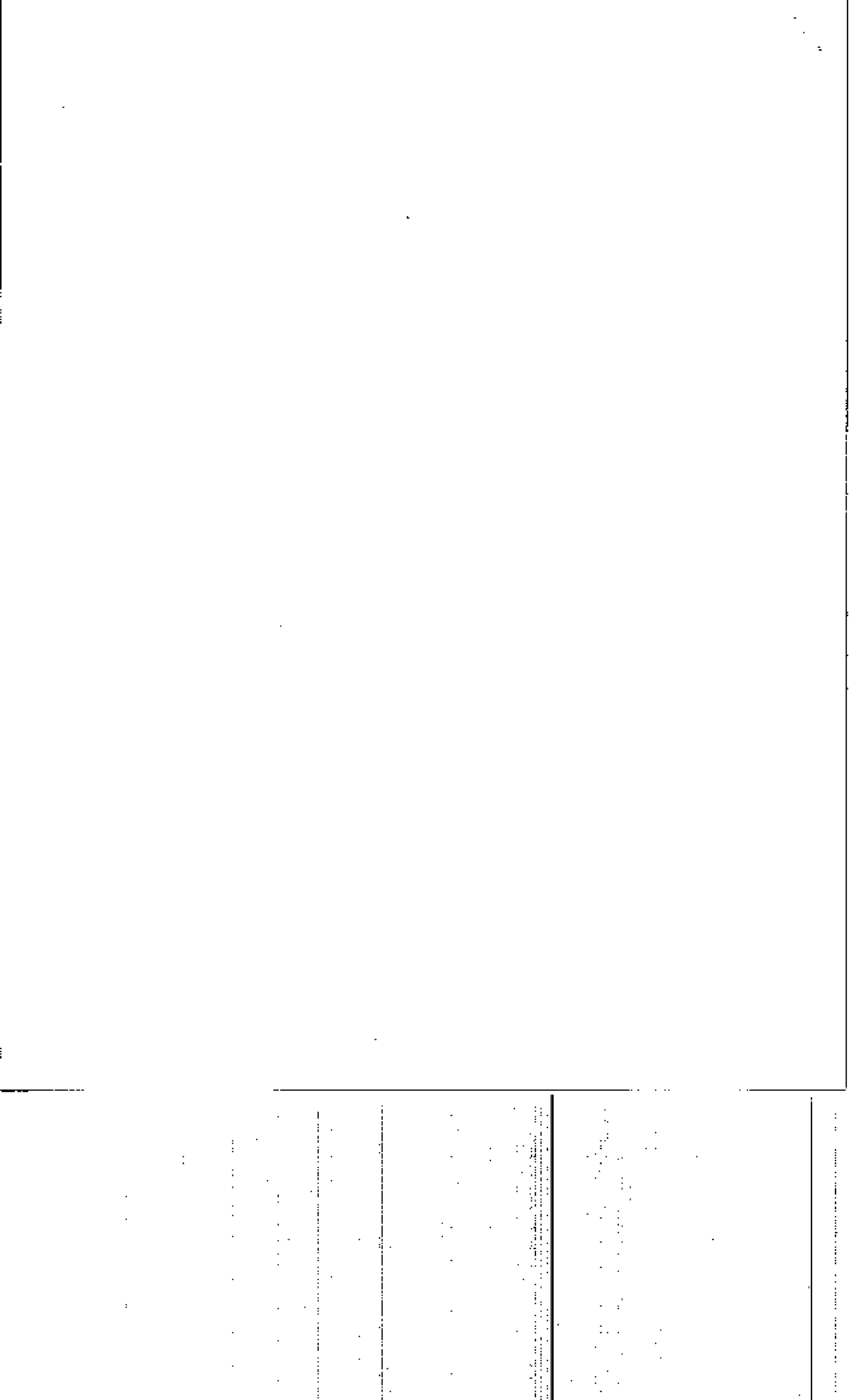
From:

To:

1. I hereby certify that I understand that I may use the Government Travel Charge Card (GTCC) only for official travel and official travel-related expenses, subject to reimbursement. I further understand that unauthorized use of the card or nonpayment of debt will subject me to the full range of disciplinary actions under the Uniform Code of Military Justice, and/or administrative separation or transfer to the Individual Ready Reserve (IRR).

Signature/date





4 FEB 2000

5. Policy

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I. M. COMMAND

COMNAVRESREDCOMREGINST 4650.12

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E. B. WEISS
Deputy

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List A

B-2